



# Legal Assistant Yellowstone County

## Equal Opportunity Employer

*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

Posting Date: November 9, 2016

Department: County Attorney

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.\*

Grade: E Salary: \$16.73/hour\*

\*Overtime as requested

FLSA: Non-Exempt

Union Status: MPEA

**Applications must be submitted by 5:00 p.m. on NOVEMBER 23, 2016**

### FUNCTION:

Full-time position, which provides paralegal, secretarial, and related administrative support operations for assigned attorneys and administrator in the County Attorney's Office; assists with preparing and filing of court documents; does related work as required. The work is performed under the general direction of assigned attorneys and the Office Administrator or the Legal Office Supervisor.

### REQUIRED:

- Graduation from high school or GED; **and**
- Associate's Degree in Paralegal Studies, Legal Assistant, Criminal Justice, or closely related field; **and**
- One (1) years' paralegal, legal assistant, or legal secretary experience; **or**
- Any equivalent combination of experience and training totaling three (3) years.

### Certifications:

- Notary Public within six (6) month probationary period.

### DESIRED

- Experience with Adobe Acrobat, JustWare, Sanction (2.9 or 4), Trial Director, LaserFiche, LERMS, and CJIN;
- Type 50 WPM;
- Proficiency with Microsoft applications.

*Job description available upon request.*

### TO APPLY:

**Submit by 5:00 pm on November 23, 2016;**

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

**NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.